WILMINGTON UNIVERSITY
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES
BASIC COURSE INFORMATION

COURSE TITLE: Capstone Project in Human Services Administration
COURSE NUMBER: AHS 8200

BLACKBOARD TECHNOLOGY WILL BE UTILIZED FOR THIS COURSE

I. RATIONALE:

The capstone project complements and enhances the academic experience by providing students with an opportunity to formulate and carry out a project of their design for the benefit of a local human service agency.

II. INSTRUCTIONAL GOALS:

GOAL A:
The student will complete an approved Capstone project.

Learning Outcomes: The student will:
A-1 Establish and maintain a schedule for work with the placement agency.
A-2 Develop a learning contract specific to the placement agency in conjunction with the agency supervisor and course instructor.
A-3 Perform duties/tasks consistent with professional and ethical guidelines.
A-4 Maintain a written log to document hours worked.
A-5 Submit completed project(s) for feedback/grading.

GOAL B:
The student will develop an understanding of the placement agency.

Learning Outcomes: The student will:
B-1 Describe the agency's mission.
B-2 Analyze current census and demographic data.
B-3 Describe the major policies and procedures of the agency related to agency administration.
B-4 Describe the organizational structure and governance of the agency.
B-5 Identify the funding sources for the agency.
B-6 Explain the relationship between the agency and other agencies in the Human Services.
B-7 Analyze current strengths, trends and challenges within the placement agency.
B-8 Describe his/her role in the agency.
GOAL C:
The student will demonstrate self-awareness in the process of becoming a Human Services administrator.

Learning Outcomes: The student will:

C-1 Analyze his/her strengths and needs related to the performance of the duties of a Human Services administrator.
C-2 Develop and implement a plan for self-improvement based on his/her analysis.
C-3 Analyze and communicate his/her experiences as an intern using reflective processing techniques.

GOAL D:
The student will receive supervision and feedback from agency personnel and course instructor.

Learning Outcomes: The student will:

D-1 Establish regular meetings with the agency supervisor.
D-2 Request periodic evaluations from the agency supervisor, to include a formal written evaluation at the conclusion of the practicum.
D-3 Participate in a site visit by the course instructor.
D-4 Attend and participate in scheduled course meetings.

GOAL E:
The student will use appropriate written and oral communication skills

Learning Outcomes: The student will:

E-1 Communicate information orally in a logical and grammatical manner.
E-2 Present written information using standard APA style.

III. METHODOLOGY:

A. Teaching Methods:
This course may incorporate a variety of instructional methods, to include lecture, reading assignments, small group activities, class discussion, research, and media presentations. The overarching intent is for learners to synthesize his/her insights into a meaningful learning experience.

B. Evaluation Procedures:
Total points available – 665
1. Learning Contract (25 points)
   Develop a written contract which clearly establishes objectives, activities, and outcomes for the practicum experience. The learning contract must be agreed to
and signed by the student, field instructor, and site supervisor. In addition to developing the initial contract, students will be asked to provide written and/or verbal progress reports throughout the capstone experience.

2. Weekly Log (15 points)
The weekly log is used by the student to document hours completed under the supervision of the site supervisor. It is the student’s responsibility to maintain the log, and to request verification by the site supervisor at the end of each week. The log is to be checked by the field instructor at every class meeting. The log is found at Appendix H of the Guided Practicum/Capstone Project Manual and Program Handbook.

3. Agency Report
   - Written (100 points)
     Each student will submit an APA styled paper describing the agency. In addition to a title page, the paper must include the following sections:
     a. Mission – Describe the agency's mission.
     b. Demographic Information – Present and analyze current census and demographic data.
     c. Policies and Procedures – Describe the major policies and procedures of the agency related to agency administration.
     d. Structure – Describe the organizational structure of the agency. This section should include an organizational chart.
     e. Governance – Describe the governance of the agency.
     f. Funding – Identify the funding sources for the agency.
     g. Relationship to other agencies – Explain the relationship between the agency and other human services agencies.
     h. Strengths, trends & challenges – Analyze current strengths, trends and challenges within the placement agency.
     i. Capstone Role – Describe the capstone project(s) and how it will benefit the agency.

   - Oral (25 points)
     Each student will present a 10 minute oral presentation based on the information contained in the written agency report.

4. Class activities (150 points)
   There will be class activities every week, to include discussions and group work. BlackBoard will be used for class activities in weeks when class meetings are not scheduled. Due to the nature of in-class activities, they may not be made up. Students who are absent or who do not participate will receive 0 points.

5. Journal (140 points)
   Each student will submit a written journal every two weeks. They will be turned in during scheduled class meetings. When class meetings are not required, students will submit the journal electronically. Each journal will contain the
following:
   a. Analysis of his/her experiences using reflective processing techniques.
   b. Analysis of his/her strengths and needs related to the performance of the
duties of a Human Services administrator.
   c. A clearly articulated self-improvement plan based on his/her analysis.

6. Site Supervisor Evaluation (100 points)

7. Faculty Field Instructor Evaluation (100 points)

8. Evaluation of the Site Supervisor (10 points)
   Each student will submit a completed evaluation of the site supervisor near the
end of the practicum experience.